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DPD-1323-59
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26 February 1959

MEMORANDUM FOR: Acting Chief, Development Projects Division

SUBJECT: Submission of Trip Reports from Air Support Branch Personnel

1. As you are aware, personnel of the former Air Division now a part of DPD, do a considerable amount of travel mostly in the EI, in fulfillment of their responsibilities to a variety of Agency air activities with which most of us are relatively unfamiliar.

2. At the moment I understand that there is no standing requirement that these travelers submit a trip report following each such period of travel. I believe it would be extremely useful and informative for all concerned if such a requirement were established, with the reports flowing to you through Chief, Operations Branch, DPD, and with your copy being subsequently routed to Chief, Administrative Branch, Chief, Contracts Branch, Chief of Development and Chief, Technical Analysis Section.

3. Through the mechanism of these reports, the entire DPD would gradually become current on the status of the several programs and projects for which we have acquired responsibility. I have not discussed this matter with either [redacted] or [redacted] preferring to get your thinking before going further. I have not mentioned the subsidiary benefit which I believe would accrue to adoption of this system; namely, that coordination might more easily be effected between travelers in those instances where a common supplier is involved.

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JAMES A. CUNNINGHAM, JR.
Chief, Administrative Branch
Development Projects Division

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